

City of Dunedin, Florida
Class Description

JOB TITLE: Director of Finance
Finance Department

GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and supervises the financial operations of the City of Dunedin, providing accountability to the City's stakeholders and ensuring compliance with local, state and federal laws. Manages the City's financial management system. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Advises the City Manager, Mayor and City Commission on fiscal matters; oversees the preparation and administration of the City budget, develops and implements fiscal policy, oversees Treasury, Accounting and Procurement operations; is responsible for the fiscal stability of the City and safeguarding the City's assets with internal controls; consults and coordinates with financial advisors, bond counsel, legal advisors, rate consultants, and auditors on issues such as bonds issuance, annual audit and investment; ensures all expenditures are within budget and have a public purpose in accordance to state laws; and creates and implements the most efficient and effective financing option for all capital acquisitions. Is responsible for preparation of the annual budget and CAFR (comprehensive annual financial report), and supervises the annual audit.

Provides assistance to the Economic and Housing Development Department in the form of financial analyses of proposed development and related incentives, and prepares long-term financial plans. Prepares monthly investment and financial reports for the City Manager, Commissioners and the Board of Finance.

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Supervision

Directly supervises the Accounting Manager, Budget Manager, Purchasing Agent and Finance Administrative Coordinator.

Creates Standard Operating Policies and Procedures for the department, and for finance-related functions in other departments, i.e. cash handling.

Strategic Planning and Budgeting

Ensures proper preparation and delivery of the City's Operating and Capital Improvement Budgets.

Assists in the development of the City's Strategic Plan and Comprehensive Plan.

Develops and maintains the City's long-term financial plan(s).

Develops and maintains the City's financial models and utility rate setting models.

Accounting and Reporting

Responsible for Comprehensive Annual Financial Report preparation, and annual audit.

Prepares monthly management report.

Prepares investment reports in accordance with the adopted investment policy.

Monitors City compliance with grant programs' financial operation and reporting requirements.

Debt and Treasury

Selects investment brokers; evaluates investment options and procures investments.

Negotiates banking services and auditing services contracts.

Manages all debt-related functions, ensuring compliance with all regulations, laws, and bond covenants.

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Other

Works closely with the Economic & Housing Development Department to evaluate the financial impacts of economic development initiatives.

Reviews, evaluates and responds to various reports, agenda packets, etc.,

Responsible for preparation of all Finance Department agenda items, including compilation of data, financial, technical and/or analytical reports as required.

Represents the department at City Commission meetings; prepares and presents items and issues for consideration by the City Commission.

Conducts and attends various department and administrative meetings.

Advises City Manager on financial and policy matters.

Meets with the citizen advisory Board of Finance on a monthly basis, and with sub-committees as required.

ADDITIONAL JOB FUNCTIONS

Performs routing accounting duties as required.

Assists customers.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field with seven years of experience in accounting, auditing or finance; [with three years of prior supervisory experience and three years working for a government entity].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Finance Director. Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of accounting, budget development, management information system technology, utility billing and customer service, government procurement, grants administration, etc. Has the ability and skill to make effective public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to extrapolate and integrate data and/or information for predicting, anticipating and planning for future events impacting the organization. Also includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility. Is able to compile, organize and utilize all necessary financial information in the preparation of organizational and departmental budgets, and to prepare and monitor budgets.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Applies supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of professionals. Is able to perform employee evaluations and to make recommendations based on results. Maintains effective working relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

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Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, and telephone.

Verbal Aptitude: Requires the ability to use synthesis data and information, as well as reference, descriptive, design, advisory and consulting data and information as applicable. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to apply advanced mathematical and accounting concepts, to include integration of related functions; ability to perform and interpret statistical calculations which include revenue modelling, transaction activity and testing.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

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Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City Manager



Date